**First Aid Policy**



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| **Approved by: Trust Board Date:** |
| **Next review due by Autumn 2024** |

**Aims**

**The aims of our first aid policy are to:**

* Ensure the health and safety of all staff, pupils and visitors
* Ensure that staff and governors are aware of their responsibilities with regards to health and safety
* Provide a framework for responding to an incident and recording and reporting the outcomes

**Legislation and Guidance**

**This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:**

* The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
* The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees
* The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
* The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
* Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
* The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

**Roles and Responsibilities**

**Appointed Responsible person(s)**

**The school’s appointed responsible person is recorded on the Schools First Aid Template.**

**List of first aiders: See Appendix A**

**First aiders are responsible for:**

* Taking charge when someone is injured or becomes ill
* Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
* Ensuring that an ambulance or other professional medical help is summoned when appropriate
* Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
* Sending pupils home to recover, where necessary
* Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident. (incident report to be completed fully including location of incident/full description of incident also full home address and contact numbers of injured person)
* Keeping their contact details up to date

**Our school’s first aiders and defibrillator trained staff lists are recorded on Schools First Aid Template. Their names are also displayed prominently around the school in all staff workrooms and other locations where the first aid boxes are kept.**

**Governors responsibility**

**The governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher who delegates this reasonability to the Premises Manager. The governing body monitors the work by the headteacher and staff for their work on health and safety matters.**

**The Headteacher**

**The Headteacher is responsible for the implementation of this policy, including:**

* Carry out a first aid needs assessment (Appendix D Example)
* Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
* Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
* Ensuring all staff are aware of first aid procedures
* Ensuring appropriate risk assessments are completed and appropriate measures are put in place
* Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
* Ensuring that adequate space is available for catering to the medical needs of pupils, staff and visitors
* Reporting specified incidents to Unity H&S Advisor to assess need to report to HSE when necessary.

**Staff**

**School staff are responsible for:**

* Ensuring they follow first aid procedures
* Ensuring they know who the first aiders in school are
* Informing the Headteacher or their manager of any specific health conditions or first aid needs

**First Aid Procedures**

**In-school procedures in the event of an accident resulting in injury:**

* The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider by calling a first aider who will provide the required first aid treatment.
* The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
* The first aider will also decide whether the injured person should be moved or placed in a recovery position.
* If the first aider judges that a pupil is too unwell to remain in school, parents or a representative nominated by the parent will be contacted and asked to collect their child. Upon their arrival, the first aider will update parents/representative and give suggestions of potential next steps. It is for the parents/representative to decide on the next course of action.
* If emergency services are called, the relevant member of staff will seek to make contact with the parents or emergency contacts as soon is practically possible.
* The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

**Off-site procedure**

**When taking pupils off the school premises, staff will ensure they always have the following:**

* A mobile phone
* A portable first aid kit
* Information about the specific medical needs of pupils
* Parents’ contact details

**Risk assessments will be completed by the relevant individual prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school trips and visits.**

**First Aid Equipment**

**A typical first aid kit in our school will include the following:**

* Regular and large bandages
* Eye pad bandages
* Triangular bandages
* Adhesive tape
* Safety pins
* Disposable gloves
* Antiseptic wipes
* Plasters of assorted sizes
* Scissors
* Cold compresses
* Burns dressings

**No medication is kept in first aid kits.**

**List of locations for First aid kits: See Appendix B**

**Medication**

Details about where medication is kept, who monitors this and where a log of all the medication is kept are recorded on the School First Aid Template.

**Record-Keeping and Reporting**

**First aid and accident record book**

* An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.
* As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form provided by the first aider.
* A copy of the accident report will also be added to Sims.
* A copy of the Incident report must be given to the Headteacher to sign then given to the named person on the School First Aid Template who will send it to the Trust.
* Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

**See Flow Charts for guidance: Appendix C (Primary version and secondary version)**

**Reporting to the HSE**

The relevant school nominated member of staff will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The relevant school nominated member of staff will report these to USP incidents who will then assess and report to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

* Death
* Specified injuries, which are:
* Fractures, other than to fingers, thumbs and toes
* Amputations
* Any injury likely to lead to permanent loss of sight or reduction in sight
* Any crush injury to the head or torso causing damage to the brain or internal organs
* Serious burns (including scalding)
* Any scalping requiring hospital treatment
* Any loss of consciousness caused by head injury or asphyxia
* Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
* Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
* Where an accident leads to someone being taken to hospital
* Near-miss events that do not result in an injury, but could have done. Examples of near miss events relevant to schools include, but are not limited to:
* The collapse or failure of load-bearing parts of lifts and lifting equipment
* The accidental release of a biological agent likely to cause severe human illness
* The accidental release or escape of any substance that may cause a serious injury or damage to health
* An electrical short circuit or overload causing a fire or explosion

**Notifying parents**

The relevant school nominated member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable by providing a copy of an accident form. Head injuries will require a phone call to parents to allow them to make an informed decision about whether or not to take their child for further medical attention.

**Reporting to Ofsted and child protection agencies**

The relevant school nominated member of staff will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The relevant school nominated member of staff will also notify any relevant child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school’s care.

**Training**

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course via the two company’s USP have selected, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Renewal of first aid training is normally every 3 years.

USP have two providers for the first aid training so it is consistent across all sites, the providers are:

ATH Training Group LTD Tel: 01206 807552 email: [info@ath-training.co.uk](mailto:info@ath-training.co.uk)

APW Training Tony Williams Tel: 07776 184060 email: [twilliams@apwtraining.co.uk](mailto:twilliams@apwtraining.co.uk)

**Monitoring Arrangements/Appendixes**

This policy will be reviewed by The Trust Board each year.

At every review, the policy will be approved by the Trust Board.

This first aid policy is linked to the

* Health and safety policy

**Ditton Lodge Primary School First Aid Information**

The school’s appointed responsible person is Sheena Datson.

All medication is kept in in class filing cabinets or the first aid room fridge and monitored by Chantal Colby

A log of all the medication is kept in the class filing cabinet.

Name of person responsible for notifying central trust team of notifiable incidents Sheena Datson ­­­­­­­­­

Number of first aiders needed in the school: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

List of first aiders:

|  |  |  |
| --- | --- | --- |
| Name | Contact details | Location |
| Kim Bramley | kbramley@dittonlodgeprimary.co.uk | DHT Office/Year 2 Classroom |
| Amanda Banks | abanks@dittonlodgeprimary.co.uk | SENDCo Office/EYFS Classroom (Mon- Thu) |
| Sarah Geraghty (paediatric) | sgeraghty@dittonlodgeprimary.co.uk | Year 3 Classroom (Mon/Tue) |
| Maria Marsh | mmarsh@dittonlodgeprimary.co.uk | KS2 (Friday Afternoons only) |
| Claire Bailey | cbailey@dittonlodgeprimary.co.uk | Year 3 Classroom (Wed/Thu/Fri) |
| Sheena Datson | sdatson@dittonlodgeprimary.co.uk | Main Office |
| Chantal Colby | ccolby@dittonlodgeprimary.co.uk | Main Office |
| Ros Wood (paediatric) | rwood@dittonlodgeprimary.co.uk | EYFS Classroom (Mon – Thu) |
| Ann Brophy | abrophy@dittonlodgeprimary.co.uk | Year 1 Classroom |
| Philippa Savidge | psavidge@dittonlodgeprimary.co.uk | EYFS/KS2 |
| Alison Dando | adando@dittonlodgeprimary.co.uk | Year 2/KS2 |
| Sandra Paskell | spaskell@dittonlodgeprimary.co.uk | KS2 |
| Karen Payne | kpayne@dittonlodgeprimary.co.uk | KS1 |
| Ruth Southey | rsouthey@dittonlodgeprimary.co.uk | KS1 |

This information needs to be updated every year or when anybody leaves, below date must be changed on each update.

Date: November 2023

**Appendix A**

**Schools First aiders**

|  |  |  |
| --- | --- | --- |
| **NAME** | **TYPE OF QUALIFICATION** | **EXPIRES** |
| Kim Bramley | First Aid at Work Certificate | May 2024 |
| Amanda Banks | First Aid at Work Certificate | May 2024 |
| Sarah Geraghty (paediatric) | First Aid at Work Certificate | May 2024 |
| Maria Marsh | First Aid at Work Certificate | May 2024 |
| Claire Bailey | First Aid at Work Certificate | May 2024 |
| Sheena Datson | First Aid at Work Certificate | May 2024 |
| Chantal Colby | First Aid at Work Certificate | May 2024 |
| Ros Wood (paediatric) | First Aid at Work Certificate | May 2024 |
| Ann Brophy | First Aid at Work Certificate | May 2024 |
| Philippa Savidge | First Aid at Work Certificate | May 2024 |
| Alison Dando | First Aid at Work Certificate | May 2024 |
| Sandra Paskell | First Aid at Work Certificate | May 2024 |
| Karen Payne | First Aid at Work Certificate | May 2024 |

**Appendix B**

**First aid kits are stored in:**

* **Medical Room**
* **Key Stage One Cloakroom**
* **Old Hall Kitchen**
* **Discovery Club**
* **New Hall**

**First Aid kits are also available to staff for school trips**

**Appendix C**

**Appendix D**

**First aid needs** **Risk Assessment**

**How many First Aiders do I need?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School:** |  | | | |
| **Risk Assessment Undertaken by:** | **Signed:** | | **Print name:** | |
| **Date:** |  | **Review By: (no later than 12 months)** | |  |

## **Areas of the School**

KS2

KS1

Discovery Club

Playground and Field

**Assessment for each defined area**

|  |  |  |  |
| --- | --- | --- | --- |
| **Baseline Assessment** | | | |
| Do employees have easy access to suitably stocked and signed first aid boxes? | | Yes | |
| Has a person been appointed to take charge of first aid arrangements? | | Yes | |
| Are suitably worded notices displayed within the premises detailing how to contact a first aider and where the first aid kit(s) are kept? | | Yes | |
| How many adults are there? (allow for visitors/contractors)  How many children over 8 are there?  Total | | 28 | |
| 120 | |
| 148 | |
| How many children under 8 are there? | | 90 | |
| **HSE Guidelines: If there are children under 8 there needs to be a paediatric first aider available at all times** | | | |
| Assuming that schools fall into the “low” risk category | | | |
| a. How many appointed persons are required?  b. How many EFAW first aiders are required?  c. How many FAW first aiders are required?  d. How many Paediatric first aiders are required? | | 10 | |
| 2 | |
| 8 | |
| 2 | |
| **Other Aspects to Consider** | **Notes** | **Impact on First Aid Provision** | **Action to be Taken** |
| What is your record of accidents and cases of ill health? What type are they and where did they happen |  | You may need to:  - locate provision in certain high risk areas - Review the contents of the first aid box |  |
| Inexperience, disability, special educational needs |  | You may need to consider  - special equipment  - local positioning of equipment |  |
| Is there shift work or out of hours working? | Cleaning staff, maintenance staff | There needs to be provision of first aid cover at all times of work. | Consider at least 1 FAW from Premises / Cleaning staff |
| Is your school remote from the emergency services? | Nearest A&E is **xx** miles away | You may need to consider special arrangements or more trained staff to cope until the emergency services are able to reach you. |  |
| Do you have any employees who travel regularly or work alone |  | You may need to:  - consider issuing personal first aid kits  - Conduct training for staff |  |